

AR

Agenda Item Form

Agenda Date: 04/20/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input checked="" type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

The creation of the new job class would appropriately assign code enforcement duties to an inspector and will extend that function to construction projects as well as commercial landscaping. Additionally, the new job class will allow the Landscaping Plan Reviewer to focus on core functions.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

Statutory or Citizen Concerns:

None Anticipated

Departmental Concerns:

None Anticipated

2004 APR 15 PM 12 22
CITY CLERK'S OFFICE

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan, shall be amended, as recommended by the Civil Service Commission. The class of **Landscape Inspector** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **9166**. The Grade is **GS 22**.

PASSED AND APPROVED this 20th day of April, 2004

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: April 8, 2004

By: Terry A. Bond
Secretary

Human Resources Department

5

MEMO

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: James Sienkiewicz, Classification and Compensation Manager *JS*
Ana I. Sanchez, Personnel Analyst II *ais*
Date: April 2, 2004
Subject: New Job Class

Human Resources recommends Commission approval of this classification action. The proposed job specification describing the listed position is attached:

<u>STATUS</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
Proposed	Landscape Inspector	9166	GS 22

The subject job class was requested by the Building Permits and Inspections Director. Currently, some of the code enforcement duties pertaining to commercial landscaping are being conducted by a Landscaping Plan Reviewer. The creation of the new job class would appropriately assign code enforcement duties to an inspector and will extend that function to construction projects as well as commercial landscaping. Additionally, the new job class will allow the Landscaping Plan Reviewer to focus on core functions. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the need of the department.

The proposed job specification was written in the standard style and format, and reviewed by the Building Permits and Inspections Director and Human Resources Director. The City's current methodology for valuing jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 3(b), Classification of New Positions.

"Whenever a new position is proposed, the department head shall forward to the Personnel Director a description of the proposed duties and responsibilities of the position. The Personnel Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate class and grade in the classification plan to which the position should be allocated."

"If no appropriate class exists, a new class shall be developed by the Personnel Director, which shall be submitted to the Civil Service Commission for approval and then to the City Council for adoption."

Approval of this proposed new job class will allow Human Resources to proceed to fill this vacant position through competitive recruitment and examination.

Attachment

Technical Branch
Inspection Group
Landscape Series

LANDSCAPE INSPECTOR

3/04 (AIS)

General Purpose

Under general supervision, conduct field inspections of construction projects to enforce compliance with municipal, state and national landscaping and allied irrigation codes and regulations, and adherence to City approved plans, specifications and standards.

Typical Duties

Examine new or existing landscape sites and irrigations systems prior to, during various phases and at completion of installation, repairs or modification to ensure trades work and materials conform to prescribed quality and safety standards. Involves: Schedule initial and follow-up inspections. Investigate or refer complaints to supervisor as instructed. Verify contractors are licensed and possess required permits, issuing them as authorized, if necessary. Review design plans and specifications and notify property owners and contractors of violations or unacceptable layouts, materials and equipment. Check irrigation system components including, but not limited to, pipe lines, water lines, sprinkler heads, valves, pumps, nozzles and backflow devices for defects such as uneven water distribution, improper drainage, leaks, pitting, corrosion or cracking. Calculate factors such as water flow, level and pressure requirements and limits using established formulas and compare results to standards references. Inspect plants, trees and shrubs for size, quantity, location, suitability, general health and appearance. Interpret and explain code and design requirements and restrictions and suggest corrective measures and time limits. Prepare and issue citations and work stoppages and report uncorrected violations for use by administrative or judicial authorities. Obtain evidence of failure to comply such as by sketching location and features of deviations, collecting samples of unapproved materials for laboratory testing, searching inspection records and testifying in court.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: Maintain awareness of changes in plumbing trades technology and codes. Substitute for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Engage in assignments pertaining to functions of other positions for training purposes under close supervision. Log activities, and prepare and submit recurring or special activity status and results reports. Keep tools, equipment and work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of landscape design, construction, ecology, plant and soil science geology, materials, tools and techniques.
- Good knowledge of general building construction, irrigation and irrigation system installation and equipment defects and hazards.
- Some knowledge of horticultural, planting, seeding practices and methods, and soil types.
- Ability to read and interpret landscape plans and code requirements.
- Ability to recognize deviations from approved plans, identify defects and hazards in material and work performed, and inspect landscaping plant material for disease and suitability.
- Ability to apply mathematical concepts such as fundamentals of plane and solid geometry and trigonometry together with fractions, percentages, ratios, and proportions to practical situations.
- Ability to express oneself clearly and concisely, orally and in writing, to firmly, tactfully and objectively interpret and enforce landscaping code requirements, and prepare inspection reports or business correspondence and maintain related records.
- Ability to establish and maintain effective working relationships with City employees, contractors, property owners, officials and the public.
- Skill in safe operation and care of a motor vehicle, personal computer or network workstation, generic business productivity software, landscaping equipment and tools, and computerized field data collection devices.

Other job Characteristics

- Frequent bending, stooping, climbing and moving over uneven terrain.

- Frequent exposure to varying weather conditions.
- Occasional driving through city traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus four (4) years of landscaping, irrigation systems installation or horticulture trades experience.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by the time of appointment.
- Registration as a Licensed Irrigator in the United States by the time of appointment.
- Registration as a Licensed Irrigator in Texas within one (1) year of appointment.

Human Resources Director

Department Head

Technical Branch
Inspection Group
Landscape Series

LANDSCAPE INSPECTOR

3/04 (AIS)

General Purpose

Under general supervision, conduct field inspections of construction projects to enforce compliance with municipal, state and national landscaping and allied irrigation codes and regulations, and adherence to City approved plans, specifications and standards.

Typical Duties

Examine new or existing landscape sites and irrigations systems prior to, during various phases and at completion of installation, repairs or modification to ensure trades work and materials conform to prescribed quality and safety standards. Involves: Schedule initial and follow-up inspections. Investigate or refer complaints to supervisor as instructed. Verify contractors are licensed and possess required permits, issuing them as authorized, if necessary. Review design plans and specifications and notify property owners and contractors of violations or unacceptable layouts, materials and equipment. Check irrigation system components including, but not limited to, pipe lines, water lines, sprinkler heads, valves, pumps, nozzles and backflow devices for defects such as uneven water distribution, improper drainage, leaks, pitting, corrosion or cracking. Calculate factors such as water flow, level and pressure requirements and limits using established formulas and compare results to standards references. Inspect plants, trees and shrubs for size, quantity, location, suitability, general health and appearance. Interpret and explain code and design requirements and restrictions and suggest corrective measures and time limits. Prepare and issue citations and work stoppages and report uncorrected violations for use by administrative or judicial authorities. Obtain evidence of failure to comply such as by sketching location and features of deviations, collecting samples of unapproved materials for laboratory testing, searching inspection records and testifying in court.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: Maintain awareness of changes in plumbing trades technology and codes. Substitute for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Engage in assignments pertaining to functions of other positions for training purposes under close supervision. Log activities, and prepare and submit recurring or special activity status and results reports. Keep tools, equipment and work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of landscape design, construction, ecology, plant and soil science geology, materials, tools and techniques.
- Good knowledge of general building construction, irrigation and irrigation system installation and equipment defects and hazards.
- Some knowledge of horticultural, planting, seeding practices and methods, and soil types.
- Ability to read and interpret landscape plans and code requirements.
- Ability to recognize deviations from approved plans, identify defects and hazards in material and work performed, and inspect landscaping plant material for disease and suitability.
- Ability to apply mathematical concepts such as fundamentals of plane and solid geometry and trigonometry together with fractions, percentages, ratios, and proportions to practical situations.
- Ability to express oneself clearly and concisely, orally and in writing, to firmly, tactfully and objectively interpret and enforce landscaping code requirements, and prepare inspection reports or business correspondence and maintain related records.
- Ability to establish and maintain effective working relationships with City employees, contractors, property owners, officials and the public.
- Skill in safe operation and care of a motor vehicle, personal computer or network workstation, generic business productivity software, landscaping equipment and tools, and computerized field data collection devices.

Other job Characteristics

- Frequent bending, stooping, climbing and moving over uneven terrain.

- Frequent exposure to varying weather conditions.
- Occasional driving through city traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus four (4) years of landscaping, irrigation systems installation or horticulture trades experience.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by the time of appointment.
- Registration as a Licensed Irrigator in the United States by the time of appointment.
- Registration as a Licensed Irrigator in Texas within one (1) year of appointment.


Human Resources Director
Department Head

OFFICIAL